

Warsop Parish Centre

Hiring Charges and Centre Regulations

NUMBER OF GUESTS

Due to fire regulations, the MAXIMUM number of guests is as follows:

	SEATED	<u>OR</u>	STANDING
The Fitzherbert Room	40		60
The Tudor Barn	120		120
All the ground floor (Fitzherbert & Tudor Barn)	120		150

SCALE OF CHARGES (effective from 1/1/09)

The Arthur Morris Room (with tea-making facilities) £6 per hour

The Stable Barn £8 per hour

The Gally-Knight Room £6 per hour

The FitzHerbert Room only with
tea/coffee making facilities* £8 per hour

The Tudor Barn, including tea/coffee making facilities per session*
(up to 3 hours) £25

£10 per session thereafter, including children's birthday parties
and baptism parties.

*Please note. There is an additional charge of £25 per booking for
Applicants/Caterers using Parish Centre equipment, including cooker,
crockery, cutlery etc.

Both Tudor Barn and FitzHerbert Room for receptions, dinners,
buffets, dances etc. (inclusive of kitchen hire)

Sundays to Thursdays £100

Fridays and Saturdays £160

PLEASE NOTE

In order to confirm your booking, the application form must be returned with the non-returnable deposit of £50 within fourteen days of your enquiry to:

Glenn Parker, Caretaker

Warsop Parish Centre

Bishop's Walk

Church Warsop,

Notts NG20 0SN

Telephone: 01623 842165

Both deposit and completed form are required together to ensure your booking.

If the application form and deposit are not returned within 14 days of the enquiry, the provisional booking is cancelled.

The balance must be paid at least 14 days before the date of the letting. Please make cheques payable to

Warsop PCC No. 2 Account

BAR FACILITIES

Bar facilities should be booked at the time of room booking.

When you pay the Caretaker 14 days prior to the engagement, if you wish to bring sherry/wine for the toast you will be required to fill in the relevant form.

1a Anyone bringing wine or sherry for use in their toast will be charged £2 corkage fee per bottle. No other drink may be brought onto the premises.

All bottles must be given to the Caretaker, along with the corkage fee.

Please note: If the Parish Centre is not providing the wine/sherry for the toast, a fee of £5 per box is payable for glass hire.

1b NO OTHER ALCOHOL may be brought onto the premises by the applicant(s) or by the guests, who must purchase all alcoholic drinks from the bar provided.

2 CATERERS are not allowed to bring alcoholic drinks onto the premises unless they hold a Justices Licence.

3 The bar can be opened at any time during normal licensing hours. Hours for a specific booking can be negotiated with the Caretaker. Please ask at the time of booking. The bar must close at 11.00 pm

CONTRACT

There is no contract between the Applicant(s) and Warsop Parish Centre until the application has been accepted by the Parish Centre and the full letting fee has been paid.

Please note.

The Parish Centre operates a no-smoking policy throughout the Parish Centre Complex, in accordance with the law.

Fireworks

In accordance with Health & Safety regulations fireworks are not allowed at any event in the Parish Centre or its grounds.

PLEASE TURN OVER FOR CONDITIONS OF LETTING

CONDITIONS OF LETTING (Revised May 2011)

OUTSIDE CATERERS If outside caterers are to arrive early to prepare, the Applicant(s)/Caterers must contact the Caretaker (01623 842165) at least 48 hours in advance to make the necessary arrangements. Outside caterers must hold the Basic Food Hygiene Certificate and their own public liability insurance. The Applicant(s) are responsible for ensuring that they do so. The PCC is not responsible for any food brought onto the premises or prepared by outside caterers. Please note that buffet food should be covered and must not be displayed for longer than two hours, due to Food Hygiene Regulations.

HEALTH & SAFETY POLICY

When you make your booking you will receive a booklet entitled 'Your Guide to a Safer Working Environment'. Please make sure you have read this document and comply with its instructions.

USE OF ELECTRICAL EQUIPMENT Please note that all electrical equipment must be PAT tested. (see enclosed leaflet)

FINISHING TIME FOR EVENING BOOKINGS

The Bar closes at 11 pm. Guests, the Applicant(s) and Caterers must have left the premises by 11.30 pm. The Parish Centre is locked for the night at midnight. The Fitzherbert Room must be cleared by 10.30 pm. No music is allowed after 11.15 pm.

TIDINESS, CLEANLINESS AND DAMAGES The Applicant(s) are required to leave the Premises in the state of cleanliness in which they found them. Failure to comply with this request may result in the applicant losing the £50 deposit. Furniture may not be removed from room to room.

Parish Centre equipment (including Crockery etc.) used by the Applicant(s) must be replaced within 7 days. All breakages and damage must be reported to the Caretaker and paid for.

INSURANCE Applicant(s) are responsible for any damage done to the Parish Centre by their guests or by themselves. Applicant(s) will indemnify the Parish Centre for any such damage. The PCC reserve the right to appoint a contractor to repair the said damage.

THANK YOU FOR USING WARSOP PARISH CENTRE